



APPLICATION FOR LEAVE OF ABSENCE FOR EXCEPTIONAL CIRCUMSTANCES

Please read the following guidance carefully

As parents, you have a legal responsibility to ensure your child's attendance at school.

Please be aware that The Education (Student Registration) (England) (Amendment) Regulations 2013, which became law on 1st September 2013 states that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Head Teacher is also required to determine the number of school days a child can be away from school if leave is granted.

If you decide to go ahead with your proposed leave of absence without the approval of the school you will be liable to receive a Penalty Notice for failing to ensure your child's regular school attendance. Each parent will be liable to receive a Penalty Notice for each child who is absent.

Please complete and submit this form if you want the Head Teacher to consider your request for your child's leave of absence for exceptional circumstances. We may ask for proof to verify your request.

The Head Teacher will consider the reasons for the request carefully and will notify you of the decision.

For further information, please refer to our School Attendance Policy.

Name of Student:	Tutor Group:
Address:	

First day of Absence:	Date returning to School:	Total number of days out of school
The exceptional circumstances for which leave is requested:		
Has your child already had leave of absence in this school year?		YES / NO
If YES, please give dates and details:		
I also have children at (please include other school)		
Signed: (Parent/Carer)	Parent/Carer Name:	Date:



For Office Use:

Attendance Certificate Attached

YES / NO

Date Letter Sent:

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Current Attendance:

.....%

Permission Granted:

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Signed: **Date:**